

BUILDING PERMIT APPLICATION INSTRUCTIONS FOR THE TOWN OF SOUTHAMPTON:

Completed application (triplicate form).

Fee must be submitted with application. When square footage information is not available a fee must be based on the cost of the renovation, applicant must provide a **CERTIFIED COST ESTIMATE** from the architect or the contractor.

For Residential property SUBMIT THREE (3) SURVEYS OF PROPERTY WITH ALL BUILDINGS PLOTTED ON A SURVEY PREPARED BY A LICENSED SURVEYOR. For Commercial property submit five (5) surveys. ALL SURVEYS MUST BE SUBMITTED WITH THE FOLLOWING INFORMATION:

- Full-scale survey, not reduced or taped together or copied as such
- Square foot area of parcel
- Zone property is located in
- Building envelope for main building showing required front, side and rear yards
- Board of Health stamp, when applicable
- Minor and Major subdivision with date of approval by Planning Board and any filed covenants or restrictions
- If your project is located in a flood zone your survey must provide:
 - designate flood zone lines and elevations
 - provide spot elevations at the foundation corners and lot line intersections
 - required first floor elevation
- When applicable designate areas of lot disturbance and percentage as provided for in Chapter 330 Sections 67-69 and/or filed map covenants.

Submit two (2) sets of plans, three (3) for commercial and specifications including design loads, 1/4 inch scale, showing all structural and plumbing details. An acceptable set of plans will be a foundation layout showing sizes and the type of all materials. A floor plan, indicating room layout, square footage broken down by all floors, headers, side walls, ceiling materials and sizes. At least three (3) elevations showing the exterior of building, a cross section of the building indicating all materials as to size and type. A drainage and vent system showing all plumbing connections in the building. Type of heat must be included. All Plans must show compliance with Energy Conservation Construction Code of New York State. Commercial plans must also include type of construction, occupancy class, occupancy load, sprinkler system if required, exits, travel distances, fire areas, and tenant separations. ANY CHANGE IN PLANS FILED ARE TO BE FOLLOWED OR AMENDED IN THE BUILDING AND ZONING OFFICE.

New York State Law requires a seal and signature of a registered architect or a licensed professional engineer for all plans and specifications for building permits. The following are exceptions which do not require a professional stamp: agricultural farm buildings, residential buildings with less than 1500 square feet of habitable space, and alterations costing \$10,000.00 or less which do not involve changes affecting the structural safety or public safety thereof.

Building Permit Application Instructions/Checklist – continued:

A copy of the original certificate of occupancy for the original structure must also be submitted for any new addition/alteration, fences, etc.

Workman's Compensation Insurance on all projects. Accepted forms are as follows:

C-105.2, CE-200, U-26.3, SI-12, BP-1. If you are applying for a demolition permit be sure compensation insurance does not exclude demolitions. *Please see Section 125 of the General Municipal Law dated June 1, 1999.*

A copy of other agency and Town approvals and permits, if required, as follows:

- Conservation approval
- Planning Department approval
- Commercial Compliance Certification letter for any Interior Commercial Renovation that does not require site plan review. (See Chapter 330-183.4 of the Southampton Town Code.)
- Road Review committee approval for new dwellings/commercial buildings on private roads – if parcel is located in an old filed map or special old filed map, Planning Board approval is required before applying to Road Review
- Trustee's approval: docks, boat ramps, bulkheads, rip rap, rock revetments, retaining walls, groins, dredging and tie off posts/piles
- ZBA Variance decision;
- Suffolk County Health Department.

Highway Department flood potential inspection is required for all new dwellings or commercial buildings. If determined that the property has the potential for flooding, a hold harmless letter must be filed with Suffolk County prior to applying for building permit. If fronting on a County Road, access to property is subject to the approval of the Suffolk County Department of Public Works, Yaphank, New York. Add to the above requirements three (3) additional surveys to be attached to 239F form for Suffolk County.

Principal building and accessory structures with sewage lines or well installations must have Suffolk County Health Department approval. The Health Department is located in Yaphank, New York. Phone # 852-5700.

Five (5) copies of site plans in accordance with Chapter 330-181 shall be submitted for all applications other than single family dwellings.

Completed Architectural Review Board submittal form (included in application package).

*******WHEN APPLICABLE PROVIDE THE FOLLOWING*******

- A separate Electrical Application must be filed by a licensed electrician who is registered with the Town of Southampton
- A separate Plumbing Application must be filled out with the name of a licensed plumber who is registered with the Town of Southampton. Fees must appear on the building permit application.
- Original Single and Separate Title Abstract Variance Search
- Disconnect letter from LIPA for demolition permits

All applications must be notarized. An agent must also have the owner's notarized signature authorizing the agent to file.

BUILDING DEPARTMENT REVIEW WILL NOT START UNTIL ALL APPROVALS ARE OBTAINED.

NOTE: A building permit expires one (1) year from date of issuance if construction has not been completed.

Two, 90 day extensions can be granted in writing for a fee of \$25.00 per request.